

---

xello

# **Building Your Lesson Sequence for Virginia's Academic & Career Plans (ACP)**





Xello’s future readiness model can be used to meet the requirements of Virginia’s Academic and Career Plan standards. Here you’ll find recommendations for how to set up your lesson sequence in Xello to ensure your students are fulfilling the ACPP in elementary and ACP in middle and high school.

Reference:

<https://www.doe.virginia.gov/parents-students/for-students/graduation/graduation-requirement-resources/academic-career-plan> (Standards for School Counseling Programs in Virginia Public Schools) and [8VAC20-131-140.C](#)



# Interactive lessons build future-ready skills and knowledge

To encourage continuous learning and reassessment, Xello includes age-appropriate content with grade-specific lessons. Each addresses the academic and real-world skills relevant for kindergarten to 12th grade to help make students ready for a constantly changing world.



## Lessons are interactive, fully digital and turn-key

By automatically bringing students' own saved careers, schools, and interests into the lessons, Xello provides a completely personalized, seamless and relevant learning experience.

In this document you'll find a recommended grade-by-grade sequence for the lessons available in Xello. You'll also see what students need to do before starting each lesson and an overview of what your students will learn in each one.

We've suggested additional activities students can complete in Xello at each grade to support their ACP development.

## A few notes:

- ✓ Activities in this document, and their sequence, are recommendations. Feel free to customize the activities and lesson sequence to meet your needs.
- ✓ Lesson lengths outlined in this document are approximate — students may take more or less time to complete a lesson.
- ✓ More details about lessons in Xello, including how students work with lessons, and how you can review and report on lessons can be found at <https://help.xello.world>.



## Xello Lessons to Virginia Career Development Standards

K-5 Lessons	
Xello Lesson	VA Standard
Career Town Locations	8VAC20-131-140-C. 2
Mission: Interests	EC9/EC10
Mission: School Subjects	EC8
Mission: Skills	EC2
Mission: Goal Setting	EC4/EC6
Mission: Learning & Future Success	EC1
Mission: Facing Big Challenges	EC3/EC5
Career Clusters & Area of Interest*	8VAC20-131-140-C.2
Helping Interviews*	EC7
Start Your ACPP*	8VAC20-131-140-C. 2
ACPP Review*	8VAC20-131-140-C. 2

Grade 6-8 Lessons	
Xello Lesson	VA Standard
Interests	MC2
School Subjects at Work	MC1
Decision Making	MC3
Time Management	MC4
Learning Styles	MC2
Discover Learning Pathways	MC8
Biases and Career Choices	MC3
Jobs and Employers	MC4
Skills	MC2
Explore Career Matches	MC1
Transition to High School	MC5
Self Advocacy	MC6
Grad Plan Review/ Parent Signature*	8VAC20-131-140 - B.1./C.3

Grade 9-12 Lessons	
Xello Lesson	VA Standard
Personality Styles	N/A
Exploring Career Factors	HC8
Getting Experience	HC9
Study Skills and Habits	HC7
Work Values	HC11
Careers and Lifestyle Costs	HC3
Workplace Skills and Attitudes	HC1
Program Prospects	N/A
Choosing a College	HC6
Career Demand	HC2
Entrepreneurial Skills	HC6
Work/Life Balance	HC3
Defining Success	HC3
Career Backup Plans	HC7
Job Interviews	HC5
Career Path Choices	HC11
Goal Setting*	HC9
Grad Plan Review/Parent Signature*	8VAC20-131-140-B.1./C.3
Career-Related Learning Experience*	8VAC20-131-140-C.2

\*Pre-designed custom lesson

## Grades K-5: Career Awareness & Exploration

Requirement	Lesson	Recommended grade
<b>8VAC20-131-140 - C. 2.:</b> Beginning in the elementary school years, students are to explore the different occupations associated with career clusters and select areas of interest.	<a href="#">Career Town locations</a>	K-2
<b>8VAC20-131-140 - C. 2.:</b> Students will begin the development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals."	<a href="#">Custom Lesson: Start your ACPP</a>	3
<b>EC8.:</b> recognize that the changing workplace requires lifelong learning,	<a href="#">Mission: School subjects</a>	3
<b>EC9.:</b> identify hobbies and interests, <b>EC10.:</b> identify career choices through exploration.	<a href="#">Mission: Interests</a>	3
<b>EC7.:</b> recognize the benefits of both individual initiative and teamwork.	<a href="#">Custom Lesson: Helping Interviews</a>	3-5
<b>8VAC20-131-140 - C. 2.:</b> Beginning in the elementary school years, students are to explore the different occupations associated with career clusters and select areas of interest.	<a href="#">Custom Lesson: Career Clusters &amp; Area of Interest</a>	3-5
<b>8VAC20-131-140 - C. 2.:</b> Students will begin the development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals."	<a href="#">Custom Lesson: 4th Grade ACPP Review</a>	4
<b>EC2.:</b> understand that behaviors such as punctuality, courtesy, proper dress and proper language are essential to current and future success,	<a href="#">Mission: Skills</a>	4
<b>EC4.:</b> understand the importance of teamwork in working towards a common goal, <b>EC6.:</b> demonstrate goal setting,	<a href="#">Mission: Goal setting</a>	4
<b>8VAC20-131-140 - C. 2.:</b> Students will begin the	<a href="#">Custom Lesson: 5th</a>	5

development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals."	<a href="#">Grade ACPP review</a>	
<b>EC1.:</b> understand the concepts of job and career,	<a href="#">Mission: Learning and future success</a>	5
<b>EC3.:</b> understand the relationship of individual effort, hard work and persistence to achievement,	<a href="#">Mission: Facing big challenges</a>	5
<b>EC5.:</b> demonstrate the decision making process,		

## Grades 6-8: Career Development & Planning

Requirement	Lesson	Recommended grade
<b>MC1.:</b> identify the relationship of course content, educational achievement, and career choices,	<a href="#">School subjects at work</a>	6
<b>MC2.:</b> identify personal preferences, skills, and interests that influence career choices and success,	<a href="#">Interests</a>	6
<b>MC3.:</b> understand the effect of career choices on quality of life,	<a href="#">Decision making</a>	6
<b>MC4.:</b> understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,	<a href="#">Time management</a>	6
<b>MC2.:</b> identify personal preferences, skills, and interests that influence career choices and success,	<a href="#">Learning styles</a>	7
<b>MC3.:</b> understand the effect of career choices on quality of life,	<a href="#">Biases and career choices</a>	7
<b>MC4.:</b> understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,	<a href="#">Jobs and employers</a>	7
<b>MC8.:</b> demonstrate awareness of educational, vocational, and technical training opportunities available in high school.	<a href="#">Discovery learning pathways</a>	7
<b>8VAC20-131-140 - B. 2. / C. 4.:</b> Beginning in the middle school years, students shall be counseled on		

opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation.		
<b>MC1.:</b> identify the relationship of course content, educational achievement, and career choices,	<a href="#">Explore career matches</a>	8
<b>MC2.:</b> identify personal preferences, skills, and interests that influence career choices and success,	<a href="#">Skills</a>	8
<b>MC5.:</b> demonstrate understanding of the education and training needed to achieve career goals	<a href="#">Transition to high school</a>	8
<b>MC6.:</b> demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,	<a href="#">Self-advocacy</a>	8
<b>MC7.:</b> use research skills to locate, evaluate, and interpret career and educational information, and	<a href="#">Transition to high school</a>	8
<b>8VAC20-131-140 - B. 1. / C. 3.:</b> The ACP shall be included in the student's record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The ACP shall be developed in accordance with guidelines established by the board and signed by the student, student's parent or guardian, and school official designated by the principal.	<a href="#">Custom Lesson: 8th grade graduation plan review &amp; parent signature</a>	8

## Grades 9-12: Career Focus & Experience

Requirement	Lesson	Xello recommended grade
<b>HC7.:</b> demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,	<a href="#">Study skills and habits</a>	9
<b>HC8.:</b> demonstrate skills involved in locating, using, and interpreting a variety of career and educational resources, including the Internet,	<a href="#">Exploring career factors</a>	9

<p><b>HC9.:</b> develop and utilize time and task management skills,</p>	<p><a href="#">Getting experience</a></p>	<p>9</p>
<p><b>8VAC20-131-140 - C. 2.:</b> In high school, a career-related learning experience shall be chosen by the student and documented in the ACP.</p>	<p><a href="#">Custom Lesson: 9th grade career-related learning experience</a></p>	<p>9</p>
<p><b>8VAC20-131-140 - B. 1. / C. 3.:</b> The ACP shall be included in the student's record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The ACP shall be developed in accordance with guidelines established by the board and signed by the student, student's parent or guardian, and school official designated by the principal.</p>	<p><a href="#">Custom Lesson: 9th grade graduation plan review &amp; parent signature</a></p>	<p>9</p>
<p><b>HC1.:</b> understand the value of ethical standards and behaviors in education and the workplace,</p> <p><b>HC4.:</b> understand how the changing workplace requires lifelong learning, flexibility, and the acquisition of new employment skills</p>	<p><a href="#">Workplace skills and attitudes</a></p>	<p>10</p>
<p><b>HC3.:</b> understand how work and leisure interests can help to achieve personal success and satisfaction,</p>	<p><a href="#">Careers and lifestyle costs</a></p>	<p>10</p>
<p><b>HC9.:</b> develop and utilize time and task management skills,</p>	<p><a href="#">Custom Lesson: Goal setting</a></p>	<p>10</p>
<p><b>HC11.:</b> apply decision making skills to career planning,</p>	<p><a href="#">Work values</a></p>	<p>10</p>
<p><b>8VAC20-131-140 - C. 2.:</b> In high school, a career-related learning experience shall be chosen by the student and documented in the ACP.</p>	<p><a href="#">Custom Lesson: 10th grade career-related learning experience</a></p>	<p>10</p>

<p><b>8VAC20-131-140 - B. 1. / C. 3.:</b> The ACP shall be included in the student's record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The ACP shall be developed in accordance with guidelines established by the board and signed by the student, student's parent or guardian, and school official designated by the principal.</p>	<p><a href="#">Custom Lesson: 10th grade graduation plan review &amp; parent signature</a></p>	<p>10</p>
<p><b>HC2.:</b> understand how changing economic and societal needs influence employment trends and future training,</p> <p><b>HC10.:</b> demonstrate knowledge of the current job market trends</p>	<p><a href="#">Career demand</a></p>	<p>11</p>
<p><b>HC3.:</b> understand how work and leisure interests can help to achieve personal success and satisfaction,</p>	<p><a href="#">Work/life balance</a></p>	<p>11</p>
<p><b>HC6.:</b> understand that self-employment is a career option and demonstrate knowledge of the variety of professional, technical and vocational skills necessary for self-employment,</p>	<p><a href="#">Choosing a college</a> <a href="#">Entrepreneurial skills</a></p>	<p>11</p>
<p><b>8VAC20-131-140 - C. 2.:</b> In high school, a career-related learning experience shall be chosen by the student and documented in the ACP.</p>	<p><a href="#">Custom Lesson: 11th grade career-related learning experience</a></p>	<p>11</p>
<p><b>8VAC20-131-140 - B. 1. / C. 3.:</b> The ACP shall be included in the student's record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The ACP shall be developed in accordance with guidelines established by the board and signed by the student, student's parent or guardian, and school official designated by the principal.</p>	<p><a href="#">Custom Lesson: 11th grade graduation plan review &amp; parent signature</a></p>	<p>11</p>
<p><b>HC3.:</b> understand how work and leisure interests can help to achieve personal success and satisfaction,</p>	<p><a href="#">Defining success</a></p>	<p>12</p>

<p><b>HC5.:</b> understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,</p>	<p><a href="#">Job interviews</a></p>	<p>12</p>
<p><b>HC7.:</b> demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,</p>	<p><a href="#">Career backup plans</a></p>	<p>12</p>
<p><b>HC11.:</b> apply decision making skills to career planning,</p>	<p><a href="#">Career path choices</a></p>	<p>12</p>
<p><b>8VAC20-131-140 - C. 2.:</b> In high school, a career-related learning experience shall be chosen by the student and documented in the ACP.</p>	<p><a href="#">Custom Lesson: 12th grade career-related learning experience</a></p>	<p>12</p>
<p><b>8VAC20-131-140 - B. 1. / C. 3.:</b> The ACP shall be included in the student's record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The ACP shall be developed in accordance with guidelines established by the career board and signed by the student, student's parent or guardian, and school official designated by the principal.</p>	<p><a href="#">Custom Lesson: 12th grade graduation plan review &amp; parent signature</a></p>	<p>12</p>

# Custom Lessons

## Career Clusters & Area of Interest

**Recommended Grade:** 3, 4, or 5

**Prerequisites:** save 3 careers

### Instructions for Students:

In this activity, we'll explore the different occupations associated with 16 career clusters, which have been simplified into 6 career groups in Xello.

Watch the introductory video, then answer the questions you see below.

Career Clusters - Introduction

<https://www.youtube.com/watch?v=nra5WPhDCQU>

Now that you've watched the video, share your answers to the following questions in the textbox below:

1. What career cluster is most interesting to you and why?
2. In Xello, click on **Careers**, then explore careers by **Career Groups**. Which of the 6 career groups in Xello is similar to the career cluster you're most interested in?
3. Revisit 3 of your **My Liked Careers** in Xello. Which interest (Creative Activities, Sports and Outdoor Activities, Games and Hobbies, or Other Interests) does each career connect to?
4. Which of your liked careers are part of the career cluster you picked? Which ones aren't? Why do you think that is?

Select **Turn in** to complete.

## Helping Interviews

**Recommended Grade:** 3, 4, or 5

**Prerequisites:** None

### Instructions for Students:

Have you ever needed help with something in class, but didn't ask anyone for help? There are lots of reasons why someone might not ask for help. How can you help make sure others in your class can ask for help when they need it? In this lesson, you'll investigate what it means to be helpful by interviewing a partner.

1. For this activity you'll pick a partner. If possible, work with someone you don't speak to all the time. This is a chance to learn something new about someone!
2. You and your partner will be interviewing each other using an [interview form](#). You can also go "off script" and come up with your own questions about what it means to be helpful.
3. After your interviews, in the textbox below share 3 things you learned from your interview.
4. Don't forget to upload your interview form to **Storyboard**.

Select **Turn in** to complete.

## Start your ACPP

**Recommended Grade:** 3, 4, or 5

**Prerequisites:** 1 saved interest(s), 1 saved skill(s), 1 saved achievement

### Instructions for Students:

In this lesson you'll begin building your academic and career plan portfolio (or ACPP for short). You'll do this by adding skills, interests, and achievements to your **About Me** page in Xello. Once you've updated **About Me**, you can add related photos, videos, links, and more in **Storyboard**. Adding stories can help you remember and keep track of things like class projects, what you're proud of, what you enjoy, and even notes about what you want your future to look like!

1. Log in to your Xello account and click on the **About Me** card.
2. Upload a profile picture and cover photo if you haven't already.
3. Add at least 1 **Interest**
4. Add at least 1 **Skill**
5. Add at least 1 **Achievement**
6. Once you've finished, you'll upload evidence of one of your interests, skills, or achievements in **Storyboard**. Some examples of evidence could include a drawing or photo of you doing something that interests you or practicing a skill, or a link to a project you're proud of. You can follow these instructions to add your evidence:
  - a. Under **Storyboard**, select **Add Story**.
  - b. Under **Pick a story type** choose the card that says **Something else**.
  - c. Under **Tell the story**, add your answers to each question in the text boxes. Here is an example:
    - i. **What are you adding to your Storyboard?** A picture of me baking cookies!
    - ii. **Why did you add this story?** I added this story because I enjoy baking.
    - iii. You can ask your teacher to help you upload your evidence.
7. Finally, in the textbox below, state what you uploaded to **Storyboard** and list the interest, skill, and achievement you added to **About Me**.

Select **Turn in** to complete.

## 4th Grade ACPP Review

**Recommended Grade:** 4

**Prerequisites:** 1 saved interest(s), 1 saved skill(s), 1 saved achievement

### Instructions for Students:

In this lesson you'll review and update your academic and career plan portfolio (or ACPP for short). Look over your skills, interests, and achievements on your **About Me** page in Xello. What new skills can you add? Go ahead and add or update any that may have changed. You can also add related photos, videos, links, and more in **Storyboard**. Adding stories can help you remember and keep track of things like class projects, what you're proud of, what you enjoy, and even notes about what you want your future to look like!

1. Log in to your Xello account and click on the **About Me** card.
2. Add or update at least 1 **Interest**
3. Add or update at least 1 **Skill**
4. Add or update at least 1 **Achievement**
5. Once you've finished, you'll upload evidence of one of your new or updated interests, skills, or achievements in **Storyboard**. Some examples of evidence could include a drawing or photo of you doing something that interests you or practicing a skill, or a link to a project you're proud of. You can follow these instructions to add your evidence:

- a. Under **Storyboard**, select **Add Story**.
  - b. Under **Pick a story type** choose the card that says **Something else**.
  - c. Under **Tell the story**, add your answer to each question in the text boxes. Here is an example:
    - i. **What are you adding to your Storyboard?** A description of a skill I'd like to keep improving.
    - ii. **Why did you add this story?** I added this story as a way to help me remember the skill I'd like to improve.
    - iii. You can ask your teacher to help you upload your evidence.
6. Finally, in the textbox below, state what you uploaded to **Storyboard** and list the interest, skill, and achievement you updated or added to **About Me**.

Select **Turn in** to complete.

## 5th Grade ACPP Review

**Recommended Grade:** 5

**Prerequisites:** 1 saved interest(s), 1 saved skill(s), 1 saved achievement

### Instructions for Students:

In this lesson you'll review and update your academic and career plan portfolio (or ACPP for short). Look over your skills, interests, and achievements on your **About Me** page in Xello. What new skills can you add? Go ahead and add or update any that may have changed. You can also add related photos, videos, links, and more in **Storyboard**. Adding stories can help you remember and keep track of things like class projects, what you're proud of, what you enjoy, and even notes about what you want your future to look like!

1. Log in to your Xello account and click on the **About Me** card.
2. Add or update at least 1 **Interest**
3. Add or update at least 1 **Skill**
4. Add or update at least 1 **Achievement**
5. Once you've finished, you'll upload evidence of one of your new or updated interests, skills, or achievements in **Storyboard**. Some examples of evidence could include a drawing or photo of you doing something that interests you or practicing a skill, or a link to a project you're proud of. You can follow these instructions to add your evidence:
6. Under **Storyboard**, select **Add Story**.
7. Under **Pick a story type** choose the card that says **Something else**.
8. Under **Tell the story**, add your answer to each question in the text boxes. Here is an example:
  - i. **What are you adding to your Storyboard?** A paragraph about something I'd like to achieve in the future that would make me feel proud.
  - ii. **Why did you add this story?** I added this story as a way to help me remember something I'd like to achieve in the future.
  - iii. You can ask your teacher to help you upload your evidence.
9. Finally, in the textbox below, state what you uploaded to **Storyboard** and list the interest, skill, and achievement you updated or added to **About Me**.

Select **Turn in** to complete.

## Goal Setting

**Recommended Grade:** 10

**Prerequisites:** 1 saved goal(s)

### Instructions for Students:

Identify a goal you would like to achieve by the end of this school year. This can be a personal goal, a goal related to your high school education, part-time work, or volunteering.

- Once you have a goal in mind, it's time to [set a goal in Xello](#).
- You'll need to enter a title for your goal, choose a category, add a timeframe, and select one task for your to-do list. See the example below:
  - **Title:** Read one book over the next 2 months just for fun.
  - **Category:** Personal
  - **Timeframe:** Short-term
  - **Task:** Choose a book that interests me.
- Once you have set your goal in Xello, answer the following questions in the text box below:
  - What goal have you set for yourself?
  - What is your first task and when will you complete it?
  - How will you manage your time to help you achieve this goal?

Give yourself a deadline and share it in the text box below. Once completed, select **Turn in** to complete.

## 8th Grade Graduation Plan Review & Parent/Guardian Signature

**Recommended Grade:** 8

**Prerequisites:** Course Planner

### Instructions for Students:

Congratulations on using Xello's Course Planner to create a four-year course plan! Ensure the courses you selected fulfill the graduation requirements and align to your career and postsecondary education goals. Each year, you will come back to your Xello [course plan](#) to re-evaluate your course selections and modify based on your updated goals.

In the text box below:

1. Identify one High School course that you are most excited about
2. How that course will help you to prepare for your future career goals

Review your course options and selections with your family. Have your parent or guardian approve your course plan. If they don't have access to approve it through Xello, take a picture or scan your signed plan and attach here.

Select **Turn in** to complete.

## 9th Grade Graduation Plan Review & Parent/Guardian Signature

**Recommended Grade:** 9

**Prerequisites:** Course Planner

### **Instructions for Students:**

Congratulations on using Xello's Course Planner to create a four-year course plan! Ensure the courses you selected fulfill the graduation requirements and align to your career and postsecondary education goals. Each year, you will come back to your Xello [course plan](#) to re-evaluate your course selections and modify based on your updated goals.

In the text box below, answer the following questions:

1. What have you learned about yourself this year?
2. Which careers interest you most? How do these careers match up with what's important to you?
3. Which postsecondary pathways support those careers?

Review your course options and selections with your family. Have your parent or guardian sign your course plan. If they don't have access to approve it through Xello, take a picture or scan your signed plan and attach here.

Select **Turn in** to complete.

## 10th Grade Graduation Plan Review & Parent/Guardian Signature

**Recommended Grade:** 10

**Prerequisites:** Course Planner

### **Instructions for Students:**

Congratulations on using Xello's Course Planner to create a four-year course plan! Ensure the courses you selected fulfill the graduation requirements and align to your career and postsecondary education goals. Each year, you will come back to your Xello [course plan](#) to re-evaluate your course selections and modify based on your updated goals.

In the text box below, answer the following questions:

1. What motivates you to work hard in school?
2. Which careers are you most interested in? How well do these careers match up with the lifestyle you'd like?
3. What are you currently doing that will help you set or achieve career or educational goals?

Review your course options and selections with your family. Have your parent or guardian sign your course plan. If they don't have access to approve it through Xello, take a picture or scan your signed plan and attach here.

Select **Turn in** to complete.

## 11th Grade Graduation Plan Review & Parent/Guardian Signature

**Recommended Grade:** 11

**Prerequisites:** Course Planner

### Instructions for Students:

Congratulations on using Xello's Course Planner to create a four-year course plan! Ensure the courses you selected fulfill the graduation requirements and align to your career and postsecondary education goals. Each year, you will come back to your Xello [course plan](#) to re-evaluate your course selections and modify based on your updated goals.

In the text box below, answer the following questions:

1. What skills would you like to develop before you graduate?
2. Which careers interest you most? What are you doing to explore/investigate those careers?
3. Which postsecondary pathway do you plan to pursue? What factors drew you to this pathway?

Review your course options and selections with your family. Have your parent or guardian sign your course plan. If they don't have access to approve it through Xello, take a picture or scan your signed plan and attach here.

Select **Turn in** to complete.

## 12th Grade Graduation Plan Review & Parent/Guardian Signature

**Recommended Grade:** 12

**Prerequisites:** Course Planner

### Instructions for Students:

Congratulations! You're getting ready to graduate.

In the text box below, answer the following questions:

1. What have you learned about yourself in high school?
2. What are your career and/or educational goals? What factors did you consider when making these goals?
3. What are you doing right now to pursue these goals?

Review your course options and selections with your family. Have your parent or guardian sign your course plan. If they don't have access to approve it through Xello, take a picture or scan your signed plan and attach here.

Select **Turn in** to complete.

## 9th Grade Career-Related Learning Experience

**Recommended Grade:** 9

**Prerequisites:** Add to Experiences timeline

**Instructions for Students:**

When you've completed a career-related learning experience, document your experience here. Answer the following questions in the textbox below:

- Describe what you did as part of your experience.
- Was the experience what you expected? How or how not?
- What did you learn about yourself and about this career?

Attach any work logs or artifacts you produced through this experience. Select **Turn in** to complete.

## 10th Grade Career-Related Learning Experience

**Recommended Grade:** 10

**Prerequisites:** Add to Experiences timeline

**Instructions for Students:**

When you've completed a career-related learning experience, document your experience here. Answer the following questions in the textbox below:

- Describe what you did as part of your experience.
- Was the experience what you expected? How or how not?
- What did you learn about yourself and about this career?

Attach any work logs or artifacts you produced through this experience. Select **Turn in** to complete.

## 11th Grade Career-Related Learning Experience

**Recommended Grade:** 11

**Prerequisites:** Add to Experiences timeline

**Instructions for Students:**

When you've completed a career-related learning experience, document your experience here. Answer the following questions in the textbox below:

- Describe what you did as part of your experience.
- Was the experience what you expected? How or how not?
- What did you learn about yourself and about this career?

Attach any work logs or artifacts you produced through this experience. Select **Turn in** to complete.

## 12th Grade Career-Related Learning Experience

**Recommended Grade:** 12

**Prerequisites:** Add to Experiences timeline

**Instructions for Students:**

When you've completed a career-related learning experience, document your experience here. Answer the following questions in the textbox below:

- Describe what you did as part of your experience.
- Was the experience what you expected? How or how not?
- What did you learn about yourself and about this career?

Attach any work logs or artifacts you produced through this experience.

Select **Turn in** to complete.



# Appendix

The following glossary provides descriptions for each of Xello's features.



## Xello K-2 The Game / Glossary

---

### **Career Town Mystery**

The adventure that students embark on in Xello K-2 is a non-violent mystery that underlines not only the variety of work and workers in a community, but the importance of every worker in a community. Workers around Career Town have disappeared from their jobs, causing chaos. They are unharmed, but they have been lured away by Ernestine McNohire, who plans to build her own community on the moon. It's up to your students to save the day!

### **Badges**

After completing a location, students earn a badge to mark their new knowledge about one of the six career pathways: helping, building and fixing, nature, business, health, and creative.

### **Dpad**

The Detective Pad (Dpad) functions as a chronicle of the students' progress in the game, a rewards system, a career database where students can learn about different occupations, a record of personal insight and development, and a portfolio for storing and sharing their work.

### **Mini-Games**

In Xello K-2 Career Town, students explore six locations where characters have similar kinds of jobs or perform similar tasks because they have each chosen careers in the same pathway. Each location includes a 3-minute mini-game, which can be replayed at any time.

### **Stickers (rewards)**

After completing the mini-game at each location, students earn a sticker depicting a tool, piece of equipment, or other image related to the jobs they've explored or the location itself. They can use these stickers to create scenes in their sticker books. Students earn more stickers whenever they replay the mini-game at a location.

### **People Profiles**

The Xello K-2 characters identify with one of the six career pathways in the game: health, creative, nature, business, building and fixing, and helping. In the People area of the DPAD, students can indicate which jobs they like by clicking the happy face under the worker's picture in the file.



## Xello K-2 Lessons / Glossary

---

### Lessons

For Xello K-2 students, Xello Lessons are the locations in Career Town. Students explore six locations where characters have similar kinds of jobs or perform similar tasks because they have each taken the same career path.

### Art Gallery

Students learn about occupations in the Creative career path. Students also develop art-related skills as they demonstrate their creativity, and practice basic color theory by mixing primary colors to make secondary colors.

### Farm

Students learn about occupations in the Nature career path. Students also demonstrate observation, concentration, and memory skills.

### Park

Students learn about occupations in the Helping career path, including volunteer work. Students also learn about being responsible community members and the importance of keeping parks and natural areas clean.

### Construction Site

Students learn about occupations in the Fixing and Building career path. Students also develop skills in the areas of hand-eye coordination, shape recognition, and concentration.

### Hospital

Students learn about occupations in the Health career path. Students also demonstrate time management and prioritization skills as they work to help treat patients at the hospital.

### Pet Grooming Shop

Students learn about occupations in the Business career path. Students also demonstrate time management and hand-eye coordination.



## Xello K-2 Supplementary Activities / Glossary

---

### Supplementary Activities

Supplementary in-class activities are designed to promote career/life learning aligned with Xello K-2 learning objectives and ASCA mindset and behavior standards.

#### Investigation & Inquiry Supplementary Activities

- Detective Me  
(Recommended Kindergarten)
- Stare Detective  
(Recommended Grade 1)
- Detective Stories  
(Recommended Grade 2)
- Secret Code Game  
(Bonus Activity)

The investigation and inquiry supplementary activities help foster students' natural curiosity and promote development of critical thinking, problem-solving, communication, and inquiry skills. The activities also underscore the detective motif in Xello K-2 and bring it into the classroom.

#### Me and My Community Supplementary Activities

- Classroom Salad  
(Recommended Kindergarten)
- Community Scavenger Hunt & Paper Mural  
(Recommended Grade 1)
- Class Speaker / Field Trip  
(Recommended Grade 2)
- Class Citizenship Project  
(Bonus Activity)

The Me and My Community supplementary activities encourage students to engage in their communities (school and neighborhood) and develop the skills, knowledge, and behavior to be responsible and contributing citizens.

#### About Me Supplementary Activities

- Me Collage  
(Recommended Kindergarten)
- "About Me" Bag  
(Recommended Grade 1)
- My Family Story  
(Recommended Grade 2)
- Dear Future Me  
(Bonus Activity)

In the About Me supplementary activities, students explore and identify their likes and dislikes, feelings, strengths and abilities, interests, and character traits. Students will recognize that these are important factors that make them special, contributing to an overall sense of positive self-concept. The activities also serve as an effective launch point for future investigation into their opportunities and career/life planning.

#### Career / Life Vocabulary Supplementary Activities

- Rhyme Time  
(Recommended Kindergarten)
- Missing Words  
(Recommended Grade 1)
- What to Learn  
(Recommended Grade 2)
- Career Interview  
(Bonus Activity)

The Career / Life Vocabulary supplementary activities introduce students to key career/life skills vocabulary and concepts.



## Xello 3-5 About Me / Glossary

---

### **Achievements**

Students record the accomplishments that they're most proud of. They pick from categories like School and Learning, Acts of Kindness, and Teamwork, and reflect on why an achievement is important to them.

### **Interests**

Students identify their personal interests. They can select from predefined lists in categories like Creative Activities and Games and Hobbies, or they can enter their own.

### **School Subjects**

Students rank 6 subjects in order from most to least favourite. Then, they can rate how much they like what they're learning in each of the subjects.

### **Skills**

Students identify and rate their skills. They can select from predefined lists in categories like Hands-on and Learning, or they can enter their own.

### **Storyboard**

Storyboard is a place where students can collect artifacts and evidence for who they are and tell their own story through images, videos, documents, links, and more. Once they add something, they can add reflective comments for why they included it and why it is important to them.

## Xello 3-5 Goals / Glossary

---

### **My Goals**

Students record, plan, and track personal, school, and other goals that they want to accomplish. They also have the chance to start thinking about careers as potential future goals by reflecting on what excites them about the careers they have liked.



## Xello 3-5 Career Profiles / Glossary

---

### Career Profiles

Information about careers presented in small, digestible sections and written to an average 3rd grade reading level. Students learn what tasks someone in the career does on the job, where they work, school subjects they use in their work, what they earn, and how they enter the career. There are also fun facts about the career for students to discover.

## Xello 3-5 Lessons / Glossary

---

### Interests

(Recommended Grade 3)

Dart has lost his interests! In their quest to help Dart, students explore the importance of interests and the link between interests and activities they can do now and when they're adults. They also have the chance to reflect on one of their interests.

### School Subjects

(Recommended Grade 3)

What happens when you cross a science experiment with stinky gym clothes? A slippery slime monster, that's what! Pep and his friends race to save the school, exploring how what they learn in class every day relates to activities outside of school - and hopefully defeating slime creatures!

### Managing Big Feelings

(Recommended Grade 3)

An emotional argument over a video game ends with Dax and her friends trapped in a virtual world! The friends must learn how to identify and respond to big feelings to be able to pass each level and free themselves from the game.

### Why People Work

(Recommended Grade 3)

A strange new machine has arrived at school for Career Day. The Workulator claims it will reveal everyone's dream job. But a milkshake mishap makes the machine go wonky! In order to save Career Day, students must help Newt and her friends fix the Workulator and find better career matches.

### Skills

(Recommended Grade 4)

Doon needs help saving Fun Fest! In this lesson, students teach Doon about the importance of skills and how they're transferable, and reflect on one of their own skills.

### Goal Setting

(Recommended Grade 4)

Dax is determined to learn how to do the best cartwheels, but some goal gremlins are out to get in her way. In this lesson, students help Dax's friends explore some of the things that can put goal achievement at risk, and learn strategies for staying on track with their goals.

## Xello 3-5 Lessons / Glossary

---

### **Problem Solving**

(Recommended Grade 4)

Treble and his friends are excited to go on a school trip to the museum. But when they fall through a mysterious trap door, they get totally lost! Can they work together and use their problem-solving skills to find their way back to the class? As students help the gang out of this tricky situation, they learn how to identify, approach, and solve problems.

### **Tools for Success**

(Recommended Grade 4)

Something is up with Mr. Sly. Dart and his friends are on the case to discover the reason for their teacher's strange behaviour. Students join the friends to gather clues, as they explore the skills and habits that can help them succeed at school and beyond. But can their success tools help solve the mystery of Mr. Sly?

### **Starting a Business**

(Recommended Grade 5)

Dart's got big plans to be an entrepreneur! He loves animals, so he wants to start a dog grooming and walking business. Students must help Dart and his friends navigate the challenges of starting a business and get the dogs home on time.

### **Learning and Future Success**

(Recommended Grade 5)

Dart's been hit with a no-learning curse! Students explore the importance of lifelong learning, link learning activities with their perks, and investigate how a commitment to keep learning can help in a career they like.

### **Facing Big Challenges**

(Recommended Grade 5)

Marsh has been taken by the ogre of Howl Back Forest! As students help Marsh's friends venture deep into the ogre's cave, they learn about the importance of perseverance when faced with big (and small) challenges.

### **Learning Paths**

(Recommended Grade 5)

A freak storm turns a field trip to a robot factory into the ultimate job shadow! The workers? Vanished! The robots? On the loose! It's up to Marsh and his friends to keep the business running. With the help of a mysterious chatbot, the friends must learn about different types of job training, and quick!



## Xello 3-5 Supplementary Activities / Glossary

---

### Supplementary Activities

Supplementary in-class activities are designed to promote career/life learning aligned with Xello 3-5 learning objectives and ASCA mindset and behavior standards.

#### Mindset Supplementary Activities

- Belonging to a Community  
(Recommended Grade 3)
- Believing You Can Succeed  
(Recommended Grade 4)
- Balancing Life Roles  
(Recommended Grade 5)

The Mindset supplementary activities help students develop a positive attitude about themselves, belief in their abilities and potential, and a sense of belonging in their various communities, like school.

#### Self-Management Supplementary Activities

- How Others See Me  
(Recommended Grade 3)
- Get Gritty  
(Recommended Grade 4)
- Integrity  
(Recommended Grade 5)

The Self-Management supplementary activities give students insight into how their behavior and actions influence the way others see and treat them. Students explore personal characteristics such as grit and integrity, and how these traits can help them succeed now and in the future.

#### Learning Skills Supplementary Activities

- Comparing Careers  
(Recommended Grade 3)
- Trying Your Best  
(Recommended Grade 4)
- Information Literacy  
(Recommended Grade 5)

The Learning Skills supplementary activities help students build practical analytical skills as they learn to find, evaluate, and use information. Students also investigate the importance of trying their best at school, and commit to putting their best effort forward.

#### Social Skills Supplementary Activities

- Empathy  
(Recommended Grade 3)
- School's Like Work  
(Recommended Grade 4)
- Being Helpful  
(Recommended Grade 5)

In the Social Skills supplementary activities, students develop the skills and knowledge to build strong relationships with others. Students build empathy, explore ways to help others now and in the future, and learn how the social skills they're developing now can help them navigate the workplace.

## Xello 6-12 About Me / Glossary

---

### **Education Experiences**

Students log their educational achievements in their Experiences timeline, reflecting on what they liked, what they found challenging, and what they learned in each case.

### **Experiences Timeline**

Students create a graphical timeline of their education, volunteer, life, and work experiences. Entries include names, organizations, and reflective questions.

### **Favorite Clusters**

Students can review the Career Clusters and save their favorites in the About Me. Students can also see their recommended career clusters and filter their career list by cluster when exploring their options.

### **Interests**

Students identify their personal interests. They can select from predefined lists in categories like Science & Technology, Arts & Culture, and Clubs & Organizations, or they can enter their own.

### **Learning Style**

The Learning Styles inventory helps students understand different ways of learning how they best learn.

### **Life Experiences**

From extracurricular activities to travel to significant life events, students can record meaningful events and experiences, reflecting on what they liked, what they found challenging, and what they learned in each case.

### **Matchmaker**

The career-match assessment matches students' interests directly to careers, allowing students to see exactly why a career is a strong match or not.

### **Mission Complete**

The final portion of the career-match interest assessment will refine career matches and give students the best results.

### **Personality Style**

A Personality profile (based on the Holland code) helps students better understand who they are and how that relates to individual occupations.

### **Places**

Students map out where they currently live, where they were born, and where their family is originally from.

### **Resume Builder**

Students take the work they've already done in Xello, including skills, interests, and experiences, and quickly turn it into a professional resume, which they can download and share.

### **Share Your Profile**

Students can activate a single page view of their profile, including their About Me profile and their Saved Options. The link can be shared with parents, mentors and others.



## **Skills**

Students identify and rate their skills. They can select from predefined lists in categories like Communication & Teamwork, Leadership, and Information & Analysis, or they can enter their own

## **Xello 6-12 About Me / Glossary**

---

### **Skills Lab**

Skills Lab is an assessment that helps students in grades 9–12 understand career fit based on how frequently they'd like to use certain skills.

### **Volunteer Experiences**

Students log their volunteer and community service participation in their Experiences timeline, including hours completed, reflecting on what they liked, what they found challenging, and what they learned in each case.

### **Work Experiences**

Students log their paid and unpaid work experiences in their Experiences timeline, reflecting on what they liked, what they found challenging, and what they learned in each case.



## Xello 6-12 Explore Options / Glossary

---

### Careers

Students can explore richly descriptive, easy-to-understand career profiles with key information on education, workplaces, wages, and job outlook. When students save a career they're interested in, they are prompted to complete additional investigation, rating, and reflection.

### Find Out Why

Within each career profile, students can see how their Matchmaker and/or Skills Lab results create their career match. Students can review the underlying breakdown of interests and/or skills to understand how their answers impact matches.

### Majors

Students can explore and save over a thousand majors with student-friendly descriptions, typical courses, related careers, and schools that offer it.

### My Saved Options

Students can save careers, schools, and majors as they explore options. Students review, reflect and update saved options overtime to keep pace with new learnings and evolving preferences. An up-to-date list of saved options is a great foundation for students' future planning.

### Opportunities

If your school has purchased Xello's Work-Based Learning add-on module, this is where your students will have access to additional WBL features, such as internship and job shadowing opportunities and profiles of local businesses partnering with your district.

### Pathways

Engaging Pathway Profiles educate students about their options and show them what life might look like if they choose a given path – what careers will be open to them, what their finances might look like, the education and training they'll need, and more.

### Schools

Students can explore and save engaging, detailed college profiles that include key facts on enrollment, applications, costs, athletics, and majors. An interactive campus map that lets them see what's nearby and take a virtual campus tour using Google Street View.



## Xello 6-12 Goals & Plans / Glossary

---

### **College Applications**

A suite of tools to help keep students informed and on track with their college applications. It provides a seamless transition from college and career exploration activities to the college application process.

### **College Planning Knowledge Hub**

Relevant content to help guide students through the college planning journey using short and digestible articles and videos.

### **Course Planner**

The Course Plan allows students to create a personalized four-year course plan that fulfills graduation requirements and aligns to students' goals. Integrating student course history, custom course lists, diploma tracking ensures students' plans are complete and accurate.

### **Course Planner Optimization**

With a click of a button, students can ensure their course plans are configured in an optimal way. Xello offers suggestions to ensure graduation requirements are met and will automatically move courses around for the most optimal plan.

### **Diplomas & Specializations**

Xello helps ensure students are on track to graduate with a sophisticated algorithm that checks to see that students' course selections include all necessary requirements for graduation. It also tracks specializations students work towards in conjunction with their diploma.

### **Goals**

Students define, set manageable tasks, and track personal, academic, and other types of short- and long-term goals.

### **Local Scholarships**

A centralized platform for educators to share local scholarship information with their students.

### **Plans**

Students explore different pathway options to build after high school plans that include a customizable to-do list with actionable next steps.

### **Recommendation Letters**

Provides students with a simple workflow to draft and send requests for recommendation letters that includes guidance on what makes a good request.

### **Transcripts**

Students can request a transcript and monitor the status of that request. Students can see at a glance when their transcript request goes through and the date of the latest update so they always know where they stand.



## Xello 6-12 Dashboard / Glossary

---

### **Assignments**

Projects can be submitted and tracked as assignments. Educators can see which students have submitted work and provide feedback to students. Educators can tailor Xello's sample assignments to meet their curriculum and students needs.

### **Methodize**

If your school subscribes to Methodize, students will see it in the Resources section of their Dashboard. Methodize is a simple, yet effective online learning platform that empowers students to learn new skills and reach their potential. It offers self-paced courses covering Financial Literacy and ACT/SAT preparation.

### **Resources**

Put links to websites, documents, and other resources right at students' fingertips. Educators can add resources that appear on the dashboard that students see when they log in to Xello.

### **Intellispark**

For districts that have added it, Intellispark Pro concentrates on the in-the-moment needs of students by pulling in social-emotional health and well-being. Students complete Intellispark Pro surveys and assignments that educators have assigned to them, and which can be completed on a computer or mobile device.

### **Portfolios**

Students create and share vibrant portfolios to showcase their work and reflect on what they've learned. Students can highlight the self-exploration and planning they've done in Xello and add their own artifacts, like photos, videos, and journal entries.

### **Surveys**

Students can complete surveys assigned to them, save and return to finish later, and view their completed surveys. Depending on the settings educators add to the survey, they can submit multiple times.



## Xello 6-12 Lessons / Glossary

---

### **Interests**

(Recommended Grade 6)

Students reflect on some of the interests they have saved in Xello, explore the link between interests and various careers, and investigate how their interests match up with a career they like.

### **School Subjects at Work**

(Recommended Grade 6)

Students relate school subjects to various tasks, reflect on their favorite school subject, and explore ways to use their favorite school subject in a career that interests them.

### **Explore Learning Styles**

(Recommended Grade 7)

After completing the Learning Styles Quiz, students investigate visual, auditory, and tactile learning styles, and explore how understanding their own learning style can help them in school and on the job.

### **Biases and Career Choices**

(Recommended Grade 7)

Students identify biases of gender, ethnicity, ability, and class in the workplace and explore how biases can influence career choices.

### **Time Management**

(Recommended Grade 6)

Students explain why time management is important in school and on the job, create a time budget to assess how they currently manage their time, and explore ways to improve their time management skills.

### **Decision Making**

(Recommended Grade 6)

Students understand the importance of making informed, responsible decisions when faced with important choices. They learn about the importance of considering the consequences of potential decisions, explore the difference between gut and logic decisions, and reflect on an important decision they've recently made.

### **Discover Learning Pathways**

(Recommended Grade 7)

Students investigate their postsecondary pathway options, explore the postsecondary pathways to various careers, and evaluate the pathways they could take to a career that interests them.

## Xello 6-12 Lessons / Glossary

---

### Explore Career Matches

(Recommended Grade 8)

After completing the first part of the career-match assessment, students investigate central, secondary, and other aspects of the career match assessment, and how they relate to careers, reflect on their results, and explore the aspects for a career that interests them.

### Skills

(Recommended Grade 8)

Students explore the skills required to perform various activities, as well as the link between their skills and career goals.

### Explore Career Factors

(Recommended Grade 9)

Students further explore the Investigate important factors: work/life balance, money, making a difference, education, interests, growth; assess which of these 6 core factors are important to them when making a career decision, and why; and prioritize the 6 core factors that influence their career decisions.

### Getting Experience

(Recommended Grade 9)

Students explore different ways they can get work experience now. They identify several ways to get experience while still in school: community service/volunteerism, co-op programs, part-time job, internships, etc. and assess which type of experience is best suited for their career interests and goals.

### Jobs and Employers

(Recommended Grade 7)

Students explore ways to find employment (e.g. job boards, networking, etc.), reflect on the advantages and disadvantages to various work search strategies, and research potential employers in their community.

### Transition to High School

(Recommended Grade 8)

Students explain why time management is important in school and on the job, create a time budget to assess how they currently manage their time, and explore ways to improve their time management skills.

### Self-Advocacy

(Recommended Grade 8)

Students understand the concept of self-advocacy, identify situations where they may need to advocate for themselves or issues they may want to advocate for, identify skills and behaviors required to effectively advocate for themselves, such as leadership, confidence, and communication, and explore ways they can advocate for themselves in school, the community, at home, and in a career.

### Personality Styles

(Recommended Grade 9)

After completing the second part of the career match assessment, students investigate personality styles, and explore how their own personality style can help them at home, school, work, and other areas of their life.

## Xello 6-12 Lessons / Glossary

---

### **Workplace Skills and Attitudes**

(Recommended Grade 10)

Students explore skills and behaviors that employers look for, such as time management (plan/organize work), dependability, good attitude, communication skills, problem solving, etc. Students explain why these skills and behaviors are important to various careers and how they manifest on the job, and assess their own employability skills.

### **Program Prospects**

(Recommended Grade 10)

Students distinguish between different types of postsecondary programs, such as apprenticeships and degree programs, explore career options related to different types of programs, and evaluate their program options in terms of their strengths, academic interests, and career interests.

### **Choosing a College**

(Recommended Grade 11)

Students identify which factors are important to them in a potential postsecondary school, and investigate how a college or university stacks up to their priorities.

### **Entrepreneurial Skills**

(Recommended Grade 11)

Students identify the skills and characteristics that make entrepreneurs successful, investigate paths to becoming an entrepreneur (e.g. starting your own business, buying a franchise, etc.). Students explore the benefits and challenges of becoming an entrepreneur and investigate ways to apply entrepreneurial skills within a career that interests them (develop entrepreneurial opportunities for themselves with any career).

### **Study Skills and Habits**

(Recommended Grade 9)

Students identify skills, habits, and behaviors they need to learn successfully in high school, explore potential obstacles to success in their schoolwork (such as lack of motivation, distractions, and lapses in self-confidence), and plan how to develop positive study habits and behaviors.

### **Work Values**

(Recommended Grade 10)

Students explore their own work values, and investigate careers that they may find satisfying based on their values.

### **Careers and Lifestyle Costs**

(Recommended Grade 10)

Students identify some of their most important lifestyle goals and assess whether or not they can achieve their lifestyle goals in a career that interests them.

### **Career Demand**

(Recommended Grade 11)

Students learn about job projections and outlook, analyze factors that impact job demand, such as changes in technology, demographics, business practices or production methods, consumer preferences, and workplace restructuring, and explore how their career plans may be shaped by demand for a career that interests them.

### **Work / Life Balance**

(Recommended Grade 11)

Students assess how their current work (school) demands affect family life, free time, etc., identify the work demands of a career of interest, and explore strategies for maintaining a healthy life-work balance now and in the future.



## Xello 6-12 Lessons / Glossary

---

### **Defining Success**

(Recommended Grade 12)

Students explore what success means to them in various aspects of life, including their personal life, school, and career, and explore ways they can make a difference and achieve success in a career that interests them.

### **Job Interviews**

(Recommended Grade 12)

Students explore ways to prepare for a job interview, describe their own abilities and qualifications in the context of an interview, investigate job interview questions in the context of a career that interests them, and explore appropriate post-interview behaviours and actions.

### **Career Backup Plans**

(Recommended Grade 12)

Students understand the importance of career backup plans, and explore potential backup careers for themselves.

### **Career Path Choices**

(Recommended Grade 12)

Students understand career development is a process of constant change, that flexibility and adaptability can help them continually explore their career options, and the importance of re-evaluating their interests, skills, etc. in order to identify the need or desire for a career change.



## Educator Tools / Glossary

---

### **Courses & Diplomas**

In-depth reports on Course Planner progress, including course planner completion, course planner alerts, diploma completion, and more.

### **Educator Dashboard**

See at a glance how students are engaging with Xello. The Educator Dashboard shows usage and makes assignments and groups easy to access.

### **Engagement Reports**

These reports will show how often and how recently students have signed in to Xello, with the option to narrow by day, month, or student.

### **Lesson Progress Reports**

These reports will track where students are at with lessons: complete, in progress, and not started.

### **Student Work Reports**

These reports will track students' participation in activities on the About Me page, such as the assessments, post-secondary plans, and their saved careers, schools, and majors/programs.

### **Test Scores**

This feature allows district administrators to upload test scores for students, and educators to view them directly in Xello on the student's profile or under Features in Student test scores. Students can view their own test scores in About Me, and add the scores to their Portfolio to easily showcase their academic achievements.

## Xello Family / Glossary

---

### **Parent/Guardian Accounts**

Gives parents and guardians access to their child's work in Xello to provide them the opportunity to discuss and support their future goals and plans.