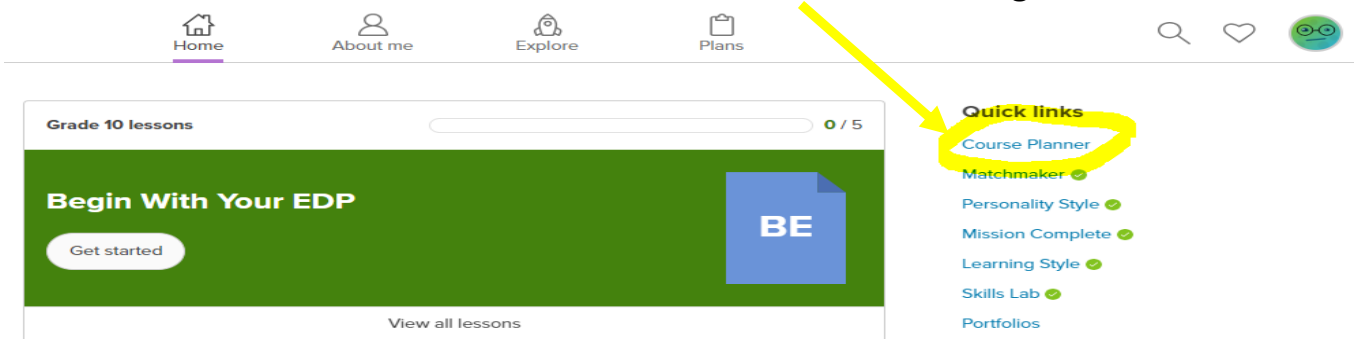


LOHS -- Entering Course Requests into Xello

(Updated 1-23-25)

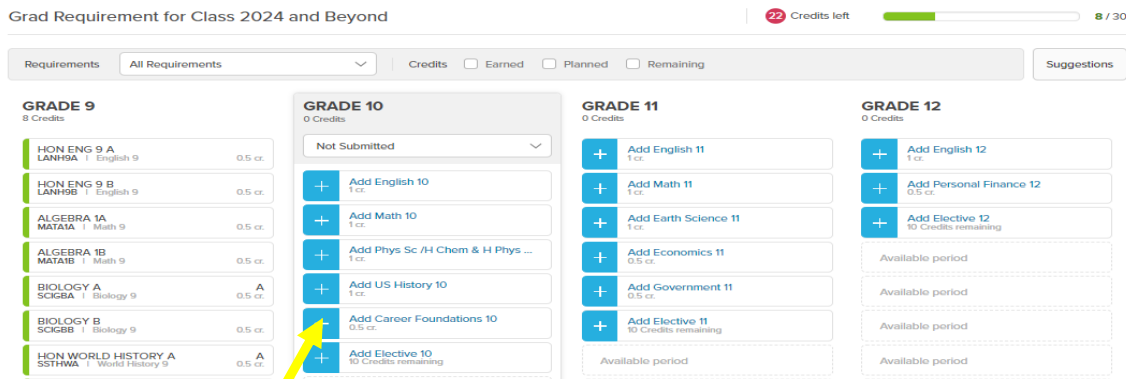
At the end, there are additional tips for solving issues you may have when adding courses.

- Log onto the Xello website – <https://login.xello.world>
- Access your student account –
 - Username: LOCS- (+student number) – Example LOCS-12345
 - Password: Birthday (MMDDYYYY)
- On the dashboard of Xello, click on “**Course Planner**” on the right-hand side.



- **IF YOU ARE CHOOSING DRAGON VIRTUAL** and learning online instead of in person, you will **ONLY** add Dragon Virtual...then you are **DONE**. You may ignore the rest of these directions. You will not choose individual classes; **you will not submit your courses**. You only select Dragon Virtual and then you are DONE.

- This is your 4-year plan with the current year in green. (The example below is a current 9th grade student who needs to choose their 10th grade classes).



- Click on the blue “+” next to the required courses to enter course selections.

- Make your selections by clicking **“Add”** on the right-hand side (Make sure to select both part A and part B of a 1 credit course. Sometimes it will do this automatically for you, and a box appears requiring you to click/agree on the words **“Ok, got it!”**)

PHYS SC /H CHEM & H PHYS 10

1 Credit left

Enter course code, keyword, or course name...

[CODE]	NAME	GRADE	CREDIT	STATUS
[SCIHCA]	HONORS CHEMISTRY A	9, 10, 11, 12	0.5	Add
[SCIHCB]	HONORS CHEMISTRY B	9, 10, 11, 12	0.5	Add
[SCIPHA]	HONORS PHYSICS A	9, 10, 11, 12	0.5	Add
[SCIPHB]	HONORS PHYSICS B	9, 10, 11, 12	0.5	Add
[SCIPHA]	PHYSICAL SCIENCE A	9, 10, 11, 12	0.5	Add
[SCIPHB]	PHYSICAL SCIENCE B	9, 10, 11, 12	0.5	Add

ADDING A COREQUISITE

HONORS CHEMISTRY A (SCIHCA) requires you to add HONORS CHEMISTRY B (SCIHCB) as a Corequisite. We will automatically add it to the plan.

Ok, got it!

- After adding courses, you can click the right arrow to go to the next subject (History, Science, etc.) If you click the course name, it will describe the class and list prerequisites.

COURSE PLANNER

Done

VISUAL/PERFORM/APP. ARTS

ENGLISH 10

Requirement met

[CODE]	NAME	GRADE	CREDIT	STATUS
[LANE0A]	ENGLISH LANGUAGE ARTS 10 A	10, 11, 12	0.5	Add
[LANE0B]	ENGLISH LANGUAGE ARTS 10 B	10, 11, 12	0.5	Add
[LANH0A]	HONORS ENGLISH 10 A	10	0.5	Planned (English 10) Remove
[LANH0B]	HONORS ENGLISH 10 B	10	0.5	Planned (English 10) Remove

- You can click **“Close”** at any time to go back to main course selection page and see what you have selected so far with the total credits selected under the grade level.

Exempt requirement

CLOSE

PHYS SC /H CHEM & H PHYS 10

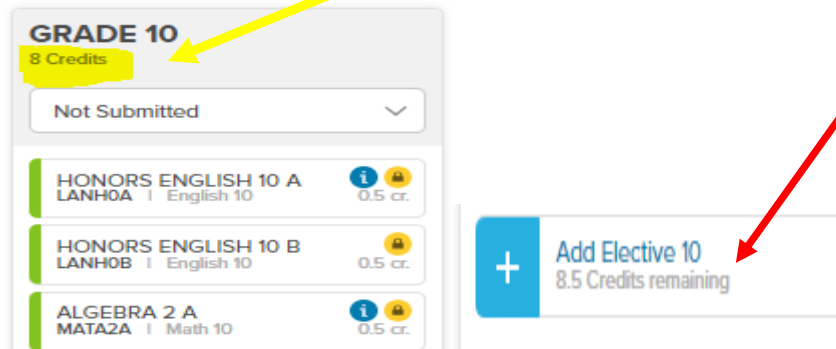
US HISTORY 10

CAREER FOUNDATIONS 10

1 Credit left

- Continue selecting courses until you have exactly 8 credits. (It shows you a total on the 4-year plan page when you click done.)

Ignore the number of "Credits Remaining" that is listed when adding electives.



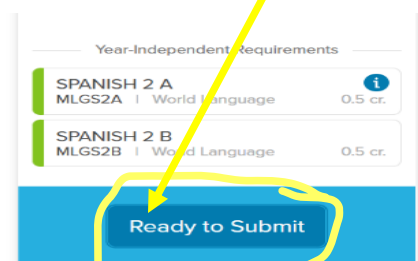
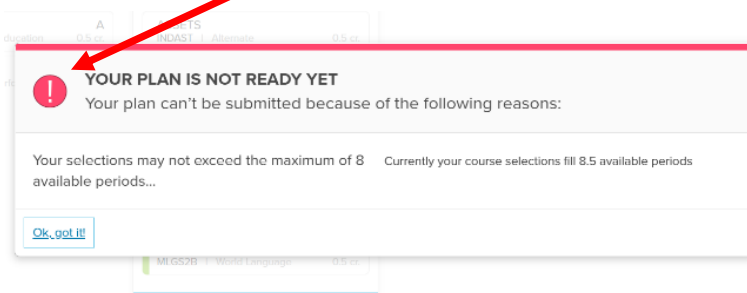
- All elective courses are in alphabetical order—you may click **"More Courses"** to get additional courses to show (or you can use the search bar at the top of the page).
 - If you doubled up in Math, your Math courses will be under electives, but please know they are still required.
 - World Language courses are often listed at the bottom near the submit button.
 - **Click SLOWLY and wait for the courses to add or you will add the class twice by mistake.**

[SSTS1]	CONTEMP US HIST 1	10, 11, 12	0.5	Planned (U.S. History 10)	Remove
[SSTS2]	CONTEMP US HIST 2	10, 11, 12	0.5	Planned (U.S. History 10)	Remove
[SSTCSP]	CONTEMPORARY SOCIAL PROBLEMS	10, 11, 12	0.5		Add
[LANCRW]	CREATIVE WRITING	9, 10, 11, 12	0.5		Add

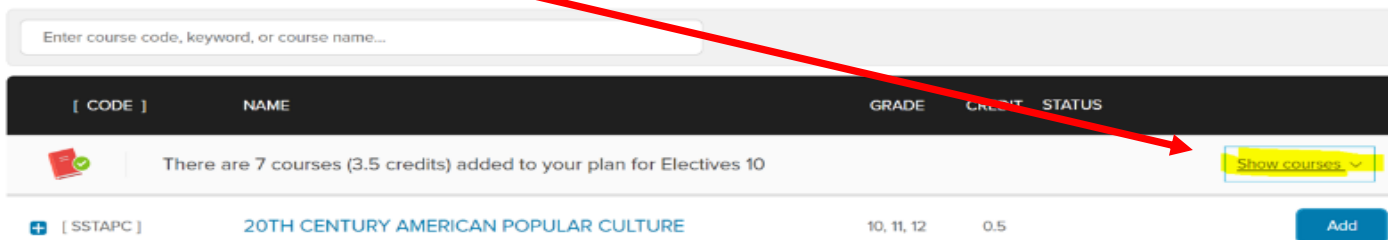
[More Courses](#)

- You must select **exactly** 8 credits and 2 credits of alternate classes; then, click **"Ready to Submit."** (Unless you are signing up for Dragon Virtual—then you don't click submit).

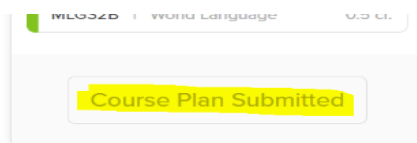
- If you need to add/delete something, it will let you know.
- If you see a blue "i" in a circle, there is information about that course.
- If you see a red circle, it means you are missing a prerequisite for that course.



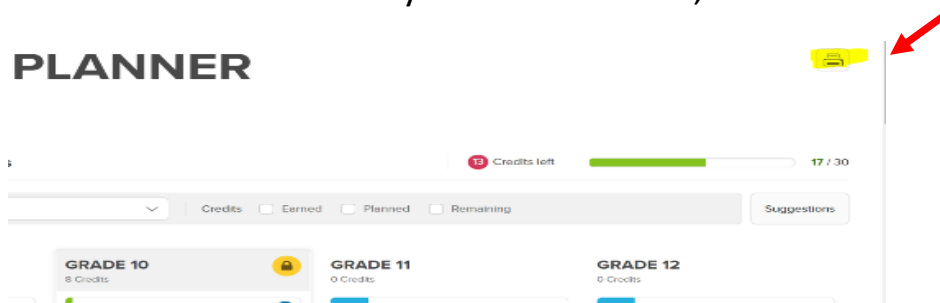
- To remove courses you have already selected, you need to click **“Add Electives”** and then click **“Show courses”** from the top line...then click **“Remove.”**



- Once you have 8 credits and have submitted it, it will show **“Course Plan Submitted”**. If you need to make any changes after that point, you will need to speak with your counselor.



- If you want an overview of the courses you have selected, select the Print icon.



- You will see a list of courses you selected. Alternates are clearly labeled. 😊

NAME	CODE	CREDIT	
English 10: HONORS ENGLISH 10 A If the summer reading materials are handed out in June, the Honors English teacher will assign a due date for the return of the completed assignments. Students MUST submit all summer reading assignments by the pre-determined due date.	LANH0A	0.5	
English 10: HONORS ENGLISH 10 B	LANH0B	0.5	
Math 10: ALGEBRA 2 A Prerequisite: Algebra 1	MATA2A	0.5	
Electives 10: CERAMICS 1			ARTCE1 0.5
Electives 10: CERAMICS 2 Prerequisite is Ceramics 1.			ARTCE2 0.5
World Language: GERMAN 1 A			MLGG1A 0.5
World Language: GERMAN 1 B			MLGG1B 0.5
Alternate 10: GERMAN 2 A Prerequisite: German 1			MLGG2A 0.5
Alternate 10: GERMAN 2 B			MLGG2B 0.5
Alternate 10: ACCOUNTING 1A Fulfills the Senior Math-Related Requirement IF taken in the senior year.			BUSACA 0.5
Alternate 10: ACCOUNTING 1B			BUSACB 0.5
Total Requested			10

If you run into problems:

- 1) Look at the details below. You might find your solution.
- 2) Enter as many of your desired courses as possible.
- 3) Send a message to your guidance counselor; they will help you resolve it.
- 4) When you meet with your counselor, they will resolve any remaining issues.

<u>Potential Issues While Entering Courses</u>	<u>What Happens in Xello?</u>	<u>What should you do?</u>
<u>Transferred to LOHS and completed some of your required courses at another high school</u>	1) The courses or grades from your old school MAY NOT show up in Xello. 2) Xello indicates you still need to take the courses from your previous school.	1) Enter as many credits as you can. 2) Send a message to your counselor with the last class you want to add. They will add it and "lock" your courses for you.
Adding 2.0 credits courses: AP Calculus BC, Concert Band, and Concert Choir	The four terms of the course WILL NOT get automatically added to your schedule when you add the first term.	You will need to enter the terms individually.
Additional Issues not listed ... Possibly not known yet	The system will not allow you to add courses correctly.	1) Enter as many credits as you can. 2) Send a message to your counselor with the last class you want to add. They will add it and submit your courses for you.